

















Create and Upload a Local Estimated Income Tax File Using Bright Software

This job aid is used by localities with Bright Software to produce a file of local estimated income tax data to be uploaded to TAX using the External Entity Secure Messaging Center (EESMC).

Step	Action
1.	<p>Enter and Post State Income Tax Estimated Data in your Bright software.</p>  <p>NOTE: This function is handled in the Cash Register and Cash Register Closing Components of the software. This is also where the Deposit Certificate is created.</p>
2.	<p>Build the State Income Tax Estimated Data file by accessing Menu TR22 Option 20 and entering the following:</p> <ul style="list-style-type: none"> • Your locality's 3-digit FIPS Code • The 8-digit Deposit Certificate Number • Taxable Year in YYYY format • Week Ending Date in YYYYMMDD format. • Starting Selection Date in YYYYMMDD format • Ending Selection Date in YYYYMMDD format
3.	<p>Press the ENTER key.</p>  <p>NOTE: This action will cause the file to be created.</p>
4.	<p>Verify that the following data from your report agrees with your information from the Posting Reports:</p> <ul style="list-style-type: none"> • Number of vouchers in the batch • Monetary Amount of all the vouchers in the batch  <p>NOTE: If any discrepancies are noted, they must be resolved before the file is downloaded to your PC.</p>
5.	<p>Download the file from the ISeries to your PC as follows:</p> <ul style="list-style-type: none"> • Choose the IBM Server name from the drop-down menu, if applicable.  <p>NOTE: In most instances, depending on how your system is configured, the default server name will already be shown as a default in the IBM Name field.</p> <ul style="list-style-type: none"> • Browse your established default directory to locate the created file.  <p>NOTE: The most common naming convention found on the ISeries is 2536F/LEYYYYXXX where:</p> <ul style="list-style-type: none"> ○ 2536F is the ISeries default server. ○ LE refers to Local Estimated. ○ YYYY is the 4-digit year of the associated deposit date.. ○ XXX is the sequential number of the file, beginning with 001. <ul style="list-style-type: none"> • Select the Submit button to complete the download process.
6.	<p>View the downloaded file to ensure it contains the correct data.</p>  <p>IMPORTANT: Remove the end of record marker → contained at the end of the data file, as necessary.</p>

7.	<p>Rename the downloaded file with the required EESMC naming convention of LOCEST_51XXX_YYYY_ZZZ where:</p> <ul style="list-style-type: none"> • XXX is the 3-digit locality FIPS code. • YYYY is the taxable year of the payments. • ZZZ is the sequential number of the file, beginning with 001. <p> NOTE: The three (3) underscores shown in the file name example above must be typed into the file name as shown above when the new file is named.</p> <p> IMPORTANT: The numbering system for local estimated files starts with 001 for the locality's first file of the calendar year and continues with 002, 003, etc. for subsequent files.</p> <p> IMPORTANT: Ensure that the file is saved with a “.txt” extension.</p>
8.	<p>Logon to TAX's EESMC server.</p> <p> NOTE: The <u>External Entity Secure Messaging Center (EESMC) User Guide</u> may be found in the TARP Repository.</p>
9.	Go to the FILE TRANSFERS section and click on the “Send/Upload New Files” Link.
10.	<p>When the Add/Delete Attachments window opens, enter the following transmission data:</p> <ul style="list-style-type: none"> • Select the appropriate Message Topic from the drop-down menu. • Enter the Number of records in the file. • Browse/select the file name from the designated location . <p> NOTE: The filepath of the file may be obtained by using the BROWSE function or by typing the name of the file directly into the provided window.</p> <ul style="list-style-type: none"> • Select the Attach File button. <p> NOTE: A box will be presented at this time that displays the File Name, Size File, and Records in File for the file which has been attached.</p> <ul style="list-style-type: none"> • Click on the Submit button. <p> NOTE: A message will be displayed if the file has been uploaded successfully.</p>
11.	Logout of the EESMC application.
12.	<p>Complete a Transmittal Form for Locality Estimated Payments</p> <p> NOTE: A Word version and Fillable version of the Transmittal Form may be found in the TARP Repository.</p>
13.	<p>Forward the completed Transmittal Form to TAX via email or fax.</p> <p> NOTE: If emailing the completed Transmittal Form, use the following email address: TAX-ProcessingEESMC@tax.virginia.gov. Include the File Name, Your Locality Name, and FIPS Code on the Subject line. EXAMPLE: <u>LOCEST_51089_2016_999.txt</u> Henry 51089.</p> <p> IMPORTANT: A cover sheet is not required when emailing the completed Transmittal Form.</p>



NOTE: If faxing the completed Transmittal Form, use the following fax number:

(804) 367-3014

Direct the transmission "TO:" Department of Taxation, Local Estimated Payment Team .